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Notes & Quotes

9 December 1988

NEW TO THE OFFICE OF LOGISTICS

OL wishes to welcome its newest employee,

NEW TO OL FROM OTHER AGENCY COMPONENTS

In addition, OL welcomes [redacted] to the Core Team/ACG.

OL REASSIGNMENTS

[redacted]—CT (interim to SD/SG)

[redacted]—PMB/FMG

FROM THE D/L'S CORNER

On behalf of the senior managers in the Office of Logistics, I would like to take this opportunity to wish each OL employee (and their families) all of the best during this holiday season. We want to thank all of you for your outstanding work during the past year. The support you have rendered worldwide in furthering the Agency's mission has been superb. We are looking forward to working with you in 1989, and we are certain that you will all do an equally outstanding job in meeting the challenges which are ahead of us. May all of you have a happy and holy Christmas and a most prosperous New Year!

CERTIFICATES FOR SERVICE

The following OL employees received certificates for their service to the Agency:

Name	Office
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35 Years of Agency Service

[redacted]	P&PG
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[redacted]	P&PG
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30 Years of Agency Service

[redacted]	OSP
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[redacted]	P&PG
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[redacted]	P&PG
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25 Years of Agency Service

[redacted]	O-D/L
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[redacted]	P&TS
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These seven certificates represent 210 years of Agency service.

INTELLIGENCE COMMENDATION MEDALS

On 5 December 1988, the Director of Logistics, presented an Intelligence Commendation Medal to [redacted] (Hank) in recognition of his especially commendable service as Chief, Personnel and Training Staff, OL, from 31 October 1983 through present. Hank brought with him a wealth of personnel knowledge and recruitment experience which he used very effectively in supporting the career management needs of OL's large and complex career service. His successful efforts in the areas of quality recruitment; in revamping of OL's training programs; and in his

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sound guidance and counsel to OL managers have resulted in a high-level of employee morale. Particularly noteworthy is his orchestration of innovative and major changes in OL's career management system. Without his superior effort, in the face of many frustrations and obstacles, OL could not have strived to make the Logistics Career service the best in the Agency. The proverbial bottom line is that Hank truly cares about OL employees. His contributions have been enormous and we shall forever be grateful to him for all he has accomplished.

On 7 December 1988, the Director of Logistics, presented [] with an Intelligence Commendation Medal in recognition of his commendable performance with the Transportation Management Branch []. In over 20 years as a truck driver, he compiled an enviable safety record while driving a variety of vehicles throughout the continental United States. Darell received numerous citations for outstanding performances throughout his career. In July 1979, he was awarded a Certificate of Distinction for saving the life of a driver who was trapped in an overturned, burning vehicle. Darell retired on 31 July 1987.

PROMOTIONS

We congratulate the following OL employees who were promoted to GS-13, effective 4 December 1988:

Name	Office
[]	CPG/OD&E
	SG (Women's Executive Leadership Program)
	MPSS/DI
	EA/Logs
	[]
	O-DCI
[]	SG
	[]

EXCEPTIONAL PERFORMANCE AWARDS

On 6 December 1988, [] Director of SIGINT Operations (OSO), presented the following OL employees assigned to OSO with Exceptional Performance Awards:

[] Contracting Officer—for her exceptional dedication in handling both the quantitative and qualitative aspects of her job. In addition to traveling to contractor facilities on her own time for negotiations and administrative problems, she worked numerous overtime hours in order to meet OSO requirements for the end of FY 88.

[] Deputy Chief, Contracts Staff—for his efforts in instructing new Contracting Officers and Support Assistants and providing overall support to the OSO mission. In addition, H.T. conducted two evening classes to prepare Contracting Officers to take their professional accreditation examinations.

[] Contracting Officer—for his numerous hours of overtime to meet end-of-Fiscal-Year requirements during April through 30 September 1988. In addition to the workload during the last part of FY88, Thomas was responsible for three significant competitions, as well as for serving as Cost Team Chairman on one of OSO's sensitive programs.

[] Contracting Officer—for her negotiation of five complex system acquisitions responsible for three major competitive RFP's and handling of some very sensitive programs. Frequent travel and long hours did not diminish Susan's effectiveness nor reduce the high standards of her performance.

QUOTE FOR THE WEEK

Customers don't want to hear what you can't do for them—tell them what you will do . . .

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HOLIDAY GREETINGS FROM THE WHITE HOUSE

"*Holiday Greetings from the White House*," a collection of framed and documented official greeting cards from 1935-1987 presidential administrations, may be viewed in the Headquarters Exhibit Hall from 5 through 30 December

PARKING AND TRAFFIC MANAGEMENT

Reallocation of parking spaces for the North and South lots on the Headquarters compound has been postponed until January 1989. The new date for the 1989 permits to become effective has been set for 23 January. An employee bulletin notifying personnel of the parking changes will be published in early January.

ART-IN ARCHITECTURE

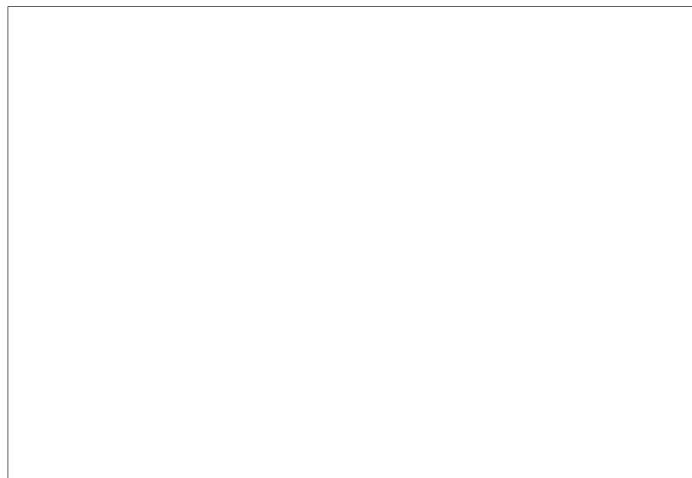
Mr. James Sanborn, sculptor, on 29 November, presented his design plans for the New Headquarters Building Art-in-Architecture project to an audience composed of senior Agency officials, representatives from the National Endowment for the Arts, GSA program coordinators, and members of the Fine Arts Committee. The proposal is for four aesthetically united sculptural groupings that are sophisticated, intellectual, and of a simple, strong, and successful scale. It symbolizes time and change through the use of red granite, green quartz, copper, meteorite, lodestone and a petrified tree. Mr. Sanborn will be importing materials from the American southwest. The cost of this project will be \$250,000 and it will take two years to complete.

CHILD DAY CARE CENTER PROJECT

Hitt Contracting, Incorporated, the Child Day Care Center (CDCC) contractor, continues working on building foundations and under slab plumbing. Hitt also completed the stake-out for sanitary sewage, storm sewage and domestic water off-site connections. A meeting has been scheduled for 6 December, with Site Security, to coordinate these connections to the existing facilities at the Route 123 entrance to Headquarters. Reinforced concrete storm drainage pipes for the new CDCC access road were also installed this week.

OL SUPERVISORY COURSE

The 4th running of the OL Supervisory Course has successfully been completed



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ONE INDIVIDUAL CAN MAKE A DIFFERENCE

The Director of Logistics extends a sincere "*well done*" to the following employees who, by their outstanding performance, have not only received acknowledgment from OL customers but have helped to enhance the "*can-do*" image of our office:

25X1 In a memorandum from [] Computer Specialist, Defense Intelligence Agency, dated
25X1 8 November 1988, [] Chief, Contracts Staff, NPIC, and [] Contracting
25X1 Officer, CS/NPIC, were commended for their timely assistance in the preparation of a Delivery Order
for equipment. []

25X1 A letter of appreciation from [] Director of African and Latin American Analysis,
25X1 dated 21 October 1988, recognized Messrs. [] Chief, DI Contracts Team, and []
25X1 formerly Deputy Chief, DI Contracts Team, for their contracting support to ALA during FY 88.
25X1 [] stated that due to the contributions of these individuals, ALA experienced a successful year
25X1 in their contracting program. []
25X1

25X1 In a letter of appreciation from R. M. Huffstutler, Deputy Director for Administration, dated
25X1 2 December 1988, [] of the Printing and Photography Group, was commended for
his excellent support. []

25X1 A letter of appreciation was received from [] Systems Center, CPAS, thanking the
25X1 **Printing and Photography Group**, for their outstanding support in producing maps for a sensitive CPAS
project. []

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ITEM OF INTEREST

**P&TS
OL SUPERVISORS COURSE**

Senior managers in industry and government realize the critical need for supervisory and management training so that the mission and goals of their particular organization can be carried out effectively. The Agency offers several such supervisory and management courses to employees. But because the Agency courses are so generic, the Director of Logistics (D/L) tasked the Personnel and Training Staff (P&TS) to devise a carefully tailored course that would meet the specific needs of the Office of Logistics.

The staff set about designing the first "*Supervising in OL*" course with a great deal of enthusiasm, creativity and effort. The first running was in August, the second in October and the third in November. All three sessions were well received by all students, with many stating they wished they had been given this type of training years ago. Those selected to take the course were already serving in supervisory positions, for the most part. Thirty students per class attended the four day course at the learning about the Logistics Career Service, the comparative evaluation panel system, the mission of the Logistics Career Board, and the policy on leave, pay and hours of work. The first day also included lectures on management styles and behavior, as well as on motivating and leading techniques. The following day was set aside for a performance evaluation workshop, while topics on the remaining two days included grievance procedures, EEO, sexual harassment, security issues, dealing with problem employees, working with three year trial period employees, and a briefing by the Special Activities Staff. On the final day students were given information on awards and training and had the opportunity to work in groups on case studies. The D/L did the wrap-up, then everyone took a quiz (consisting of 50 questions all thoroughly covered in the course) followed by a review of the questions and answers.

The December course will be the fourth running, and plans call for seven additional courses in the coming year.

The staff and guest speakers try their best to present their information so that it is timely and helpful to the attendees, and to provide them with the tools needed to become effective supervisors. The feedback to date has been very positive. OL careerists permanently assigned to supervisory positions must successfully complete "*Supervising in OL*" (see LN 20-1-76 dated July 1988) If you have not taken the course, and it is mandatory for all supervisors, see your group chief and sign up for one of the upcoming sessions.

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